

**JOB POSTING
MAURY COUNTY HEALTH DEPARTMENT**

POSITION: LICENSED PRACTICAL NURSE 2

RESPONSIBILITIES: PER THE FOLLOWING STATE OF TENNESSEE JOB SPECIFICATIONS

Class Title:

LICENSED PRACTICAL NURSE 2*

Abbreviation:

LPN 2

Class Code: **44592** OCC Code: **6** Analyst: **EX** Effective Date: **OCT 1, 1995**

(NOTE: Class Specifications are descriptive only and not restrictive; they shall not be construed as declaring the extent or what the duties and responsibilities shall be, or as limiting or in any way modifying the power of the appointing authority to assign duties or to direct or control all employees under his/her supervision, the typical tasks shall not be held to exclude others not mentioned that are of similar kind or quality)
PR-0018 (REV. 1-86)

STATE OF TENNESSEE

DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

SUMMARY: Under general supervision, is responsible for licensed practical nursing duties of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working level class in the Licensed Practical Nurse job series. An employee in this class is responsible for providing licensed practical nursing health care support in a hospital, clinic, institution, or in the home. An employee in this class may be assigned to work days, evenings, nights, and/or weekends. This class differs from Licensed Practical Nurse 1 in that the latter performs licensed practical nursing duties as directed by the immediate supervisor. This class differs from Licensed Practical Nurse 3 in that the latter is responsible for leading the work of technical nursing staff.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Provides health care support for patients: administers a prescribed health care plan; bathes the patient; feeds the patient; takes the patient's vital signs; identifies patient's allergies and possible side effects of medication; administers medication; observes effectiveness of medications; determines the level of emergency care needed for the patient; performs lifesaving or emergency actions (e.g., Heimlich maneuver, applying pressure to wounds to control bleeding, CPR); prepares the patient for laboratory tests; obtains blood and urine specimens; prepares specimens for transport to an outside laboratory; reads professional journals, manuals, and other reference materials to keep abreast of current health information.
2. Ensures that medical equipment and designated work areas are kept clean and serviceable: visually inspects equipment and work area; reports any maintenance problems or repairs made on equipment; reports habitual problems with cleanliness.
3. Teaches patients how to maintain optimal health status: demonstrates self-care such as dressing changes, self-examinations, activities of daily living (e.g., hygiene), and use of adaptive equipment/devices; ensures the patient understands self-care instructions through oral or written tests.

4. Maintains an adequate, current, and secure inventory of health care supplies: compares inconsistencies between inventory record and physical counts; completes order forms; compares supplies received to supplies ordered; updates inventory system; places supplies in appropriate locations; reports discrepancies in the inventory.

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5. Documents care and education provided to the patient: completes medical and administrative forms (e.g., living will, Medicaid, Medicare, billing); documents orders followed and medical interventions; lists vital signs and procedures performed in the patient's medical record; documents administration and effectiveness of drugs, documents utilization of controlled drugs; documents completed tests and the results; writes progress notes on the patient's education and care provided.

MINIMUM QUALIFICATIONS

Education and Experience: Currently licensed as a practical nurse and experience equivalent to one year of licensed practical nursing.

Necessary Special Qualifications: Currently licensed as a practical nurse with the State of Tennessee or possession of a temporary permit to practice practical nursing in the State of Tennessee. A valid motor vehicle operator license may be required.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

APPLY TO: HUMAN RESOURCE DEPARTMENT
ONE COURTHOUSE SQUARE, SUITE 303
COLUMBIA, TENNESSEE 38401

PHONE: 931-375-2401

APPLICANTS FOR EMPLOYMENT WILL BE REQUIRED TO UNDERGO A DRUG SCREENING TEST BEFORE CONSIDERATION FOR EMPLOYMENT.